

## **Accessing the course**

Individual employees will then follow the instructions to set up their online accounts. To set up their accounts they will need to enter their:

- Full legal name (as shown on your official ID)
- Email address
- Date of birth
- Full company name
- Address (either home or work)
- Mobile number
- Ethnicity
- Residency status
- ID number (drivers license or passport number) - you will have to supply a copy of this ID document before receiving your official certificate
- NSN number (if known)

Once their accounts have been set up, individual employees will follow instructions to use the enrolment key to access the course.